Student(s),

I look forward to working with you this semester as your Field Liaison. I realize that this email is long, but it is worth your taking the time to read. Below is information that may answer many of the questions you will have during your time at your placement.

First of all, please note that your learning contract is due by _________. You may submit this to me by one of two ways. The first way is to scan it and attach it by e-mail to me (preferred). The second is to turn it in to the Office of Field Education in an envelope with my name on it. The Field Office is located on the third floor of Building A of the Social Work complex, room 301-G. If you submit your contract to the field office, please send me an email that same day, notifying me that you dropped it off so that I can retrieve it in a timely manner. If I do not receive your learning contract by the due date, I will consider you out of compliance with the policies of the Office of Field Education and behind in your field work.

Please also make sure that you are filling out the field placement time sheet to log the time you are at your internship. This form is designed to calculate your cumulative total of hours as you enroll them. Be sure that you are logging ALL OF YOUR HOURS on this form.

Please also make sure that you are meeting with your field instructor each week and that you are completing a weekly supervision log at this meeting. Be sure that both you and your field instructor sign and date this form. As field education is the signature pedagogy of social work education, weekly supervision is a mandatory part of your learning experience.

Both the field placement time sheet and the weekly supervision log may be found on the Office of Field Education website, for both Undergraduate and Graduate students. ([http://www.uta.edu/ssw/_documents/field/Field-Placement-Timesheet.xlsx](http://www.uta.edu/ssw/_documents/field/Field-Placement-Timesheet.xlsx)) or ([http://www.uta.edu/ssw/_documents/field/Field-Placement-Time-Sheet.docx](http://www.uta.edu/ssw/_documents/field/Field-Placement-Time-Sheet.docx)) and ([http://www.uta.edu/ssw/_documents/field/weekly-supervision-log.docx](http://www.uta.edu/ssw/_documents/field/weekly-supervision-log.docx))

Please recall that you agreed to read the manual when you applied for field. The manuals are also located on the Office of Field Education website for undergraduate ([http://www.uta.edu/ssw/field/undergraduate.php](http://www.uta.edu/ssw/field/undergraduate.php)) and graduate ([http://www.uta.edu/ssw/field/graduate/index.php](http://www.uta.edu/ssw/field/graduate/index.php)) students. Many of the questions I have been asked by some of you so far can be answered by carefully reviewing your manuals. It would also be advisable to provide a copy to your field instructors as well.

I will be sending an email to your field instructors today with related information they will need for the semester. Please check with your field instructor to ensure that they receive an email from me. If they do not, please have them email me directly. If their contact information is not correct in e-intern, we must notify the Office of Field Education.

I will be contacting you before mid-semester to see how your placement is going and to inquire about any questions or concerns. You field instructor will also be contacted regarding his/her assessment of your progress and to ensure they complete your mid-term evaluations no later than ________________.
As you work within your placement, think about how your experience applies the concepts that you have learned in class. Be mindful, as well, of social work values and ethics. You may recall that you agreed to review the NASW Code of Ethics when you applied for field.

I look forward to visiting with you soon! Please do not hesitate to contact me if you have any questions or concerns. I am here to support you during this rich and meaningful learning experience.

Best wishes,